



The Peer Financial Educator Program is designed to provide peer-facilitated financial education to the students at UW-Whitewater. Peer Financial Educators provide one-on-one coaching sessions, facilitate presentations and workshops, and participate in the support of social media, special events, and projects as assigned.

Minimum Qualifications of a Peer Financial Educator:

- Be a student of UW-Whitewater
- Have a 3.0 GPA or higher
- Be a sophomore, junior, senior, or graduate student
- Ability to work up to 7 hours each week
- Have interest or past experience with Personal Finance, such as a personal finance course, employment, or extracurricular involvement
- Demonstrate communication skills, motivation, and dedication
- Demonstrate ability to work well with others and independently
- Have a positive attitude with a friendly demeanor
- Willingness and desire to learn about financial management and wellness
- Preference given to those who commit to at least one academic year (fall and spring semesters) of service to the Financial Literacy Center as a Peer Financial Educator

Primary Responsibilities and Expectations of a Peer Financial Educator:

This position will provide beneficial work experience for future employment. This position offers the opportunity to promote financial wellness by providing personal finance information and resources to the UW-W campus community. You will have an opportunity to meet one-on-one with students and assist with group presentations and tabling events. In addition, you will have the opportunity to write and update social media posts.

- Required to complete and attend all scheduled trainings and meetings. This includes:
 - Training sessions at the start of the fall semester
 - Weekly Financial Literacy Center team meetings, occur 30 minutes each week during fall and spring semesters
 - Annual performance evaluation and learning assessment meeting with supervisor
- Complete all scheduled one-on-one coaching sessions or office hours as scheduled
- Update responsibly and effectively the Financial Literacy Center's social media accounts and blog
- Complete all of the assigned workshops, presentations, special events, and evaluations as set by their supervisor

- Maintain a working knowledge of personal finance concepts that influence the content of their presentations and coaching sessions
- Work independently and communicate any issues or concerns that arise
- Answer incoming calls and emails requesting coaching sessions and presentations
- Respect students' rights to confidentiality and follow legal guidelines regarding dispersal of information
- Act as a representative for the Financial Literacy Center within the campus community
- Other duties as assigned by the Financial Literacy Center Coordinator

Observation and Compensation of Peer Financial Educator:

Peer Financial Educators are observed and evaluated regularly to ensure they are meeting all expectations and performing their job duties effectively. Those who do not meet expectations may not be asked to return.

Peer Financial Educators will be paid \$9 per hour. The Financial Literacy Center understands you are first and foremost a student. The schedule will not exceed 7 hours per week, and will be flexible to accommodate student classes.

Learning Outcomes of being a Peer Financial Educator:

- Students will communicate and interact effectively with people from other cultures and identities in order to foster a diverse and inclusive work environment.
- Students will demonstrate effective written, oral, and nonverbal communication skills.
- Students will relate effectively with co-workers and work well within a team structure.
- Students will obtain, interpret, and use knowledge, facts, and data to analyze issues, make decisions, and overcome problems.
- Students will demonstrate personal accountability, effective work habits, and ethical behavior.
- Students will transfer curricular and co-curricular knowledge to real world work experiences.

If interested in becoming a Peer Financial Educator, complete and submit an application by visiting <http://www.uww.edu/adminaffairs/finance/financial-literacy>.

For additional information, please contact:

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